



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4794 FARMAN ST., BLDG 442
BOISE, IDAHO 83705-8112**



JFHQ-ID/J1HR

12 December 2011

MEMORANDUM FOR All Idaho National Guard Technicians and Supervisors

SUBJECT: HRO Policy Letter 12-002, Benefit Elections

1. Service members returning to technician status after a period of active duty military service must complete the HRO in-processing checklist located on the HRO website. It is the technician's responsibility to indicate their benefit elections upon their return to duty. HRO will reinstate the previous elected benefits on the same day or next pay period upon return to duty. If the technician desires to cancel or change their elections they must notify the HRO.
2. POC for further information is SFC Becky Burkhart, Human Resource Specialist (Benefits) at (208) 272-4226 or Mrs. Gayle Hinrichs, SEEM/Supv Benefits/Training at (208) 272-4210.

A handwritten signature in black ink, appearing to read "Kevin K. Dawkins", written over a horizontal line.

KEVIN K. DAWKINS, Colonel, IDANG
Human Resource Officer